



# **Student and Distance Education Handbook and Policies 2022-2023**

***Mission Statement for all students and modalities:** Manna University is a biblical higher education institution dedicated to educating, equipping, and empowering emerging leaders to change the world.*

Reviewed by Frank Brazell, Executive Director of  
Operations, on 11/1/2023  
Reviewed and Approved by the Administrative Council on 11/3/2023

## TABLE OF CONTENTS

Welcome	3
Student Complaint Procedures & Appeals Process	4
General Information	6
Academic Facilities	10
Academic Programs	10
Community Life	14
Academic Life	17
Student Tips	21
Admission Requirements	24
Grading	26
Student Life	27
Disciplinary Policy	29
Student Code of Conduct	32
Safety and Security	38
Administrative Policy and Procedure	43
School Closing	49
Graduation	49
Financial Aid	50
International Aid	50
Distance Education Campus	51

## WELCOME

**Manna University** fully embraces the challenge of developing leaders for the church and the unfolding harvest. Our vision is to identify, equip, and release leaders into the ministry in the Kingdom of God. Manna University prepares these leaders through sound biblical training, practical ministry experience, and personal development. Our desire is to release leaders who embody a hunger for God, integrity in character, creativity in ministry, and who have confidence in proclaiming the Kingdom of God. We seek to provide the integration of biblical, historical, and practical theology with true spirituality so that the students will be equipped for effective, Spirit filled ministry wherever they are - in the home, the neighborhood, the workplace, the church, or the world.

Manna University is much more than programs, buildings, and books. It is also the interaction with people in vital ministries wherein a passion develops for ministry in the Kingdom of God. Manna University was established to develop this equipping and passion in the people of God who are willing to be sent forth into the harvest fields. I invite you to become a part of the vision and the journey to take this gospel of the Kingdom into the whole world. This is our purpose - to prepare and send forth a well-trained, effective, passionate ministry to bring the message of the Kingdom of God to the waiting ripe fields of the earth. Come and fulfill destiny with us in living out the lifestyle of Kingdom purpose here on earth.

**Ronald McBride, M.L.S., M.A.**

***Interim President***

## STUDENT COMPLAINT PROCEDURES & APPEALS PROCESS

### Procedure for Undergraduate and Graduate Student Complaints (Online and On Campus)

Should a student have a complaint, the student should follow these steps:

1. Students may submit a formal complaint regarding issues from the current or previous term of enrollment (should be within 20 business days of the incident).
2. Official student grievances must be expressed via the [Student Complaint Form](#) (*click the hyperlink*).
3. The Dean of Students or the appropriate designee will review the complaint and accompanying documentation and refer the complaint to the appropriate Manna University office (Financial Aid, Student Accounts, Academics, etc.).
4. The leadership of the appropriate Manna University office will render a decision regarding the complaint and will notify the student of the decision via official Manna University email.
5. If the student is not satisfied with the outcome of their initial complaint, they may appeal within 5 business days of the rendered decision while providing additional support/documentation for review.
6. A second review will be completed by a higher authority whose decision will be considered final.

Contact the Dean of Students:

by email: [deanofstudents@manna.edu](mailto:deanofstudents@manna.edu)

by phone: 910-221-2224

by mail:

Manna University

439 Westwood Shopping Center

PMB 106

Fayetteville, NC 28314

### Appeals

If a student submitting a grievance is not satisfied with the determination of this process, the matter will be brought to the Manna University President for further review and appropriate action. The President's decision is final.

### Complaint Process for Manna University's Accrediting Body and Government Agencies

If the person filing a grievance with Manna University does not feel the issue is being adequately addressed by Manna University, he/she may submit their complaint to the organizations provided below. Out-of-state students who wish to file a complaint with their home state should refer to the State Authorization Liaisons Per State responsible for handling complaints.

To view the Student Complaint Information by State and Agency, follow this link:

<https://wcetsan.wiche.edu/sites/default/files/files/2018-04/2018%20May%20Student%20Complaint%20Information%20by%20State%20and%20Agency.pdf>

### **Grievance process for The Association for Biblical Higher Education**

Manna University is accredited through the Association for Biblical Higher Education (ABHE). ABHE's Policy on Complaints Against an Institution or Accredited Program can be found on pages 101-105 of the [Commission on Accreditation Manual \(PDF\)](#). Grievances must be submitted using the [ABHE Complaint Form \(PDF\)](#).

Questions about complaints to the ABHE can be addressed in the following ways:

by email: [coa@abhe.org](mailto:coa@abhe.org)

by mail:

Director, COA

5850 T.G. Lee Boulevard, Suite 130

Orlando, FL 32822

ABHE's website: <https://www.abhe.org/>

ABHE's phone number: 407-207-0808

### **Grievance process for the United States Department of Education**

Questions about complaints to the USDE can be addressed to the U.S. Department of Education Family Policy Compliance Office in the following ways:

by phone: 1-800-872-5327

by mail:

U.S. Department of Education

Family Policy Compliance Office

400 Maryland Avenue, SW

Washington, DC 20202-4605

USDE Family Policy Compliance Office website:

<https://www2.ed.gov/policy/gen/guid/fpco/index.html>

### **NC Post-Secondary Education Complaint Process**

If students are unable to resolve a complaint through the institution's complaint procedures, they may also review the [Student Complaint Policy \(PDF\)](#) for North Carolina Post-Secondary Education institutions, print out and complete the [Student Complaint Form \(PDF\)](#), and submit the complaint to:

North Carolina Post-Secondary Education Complaints

c/o Student Complaints

University of North Carolina System Office

910 Raleigh Road  
Chapel Hill, NC 27514

For more information, students can contact the NC Post-Secondary Education offices:  
by phone: (919) 962-4558  
email: [studentcomplaint@northcarolina.edu](mailto:studentcomplaint@northcarolina.edu)  
website: <https://www.northcarolina.edu/post-secondary-education-complaints/>

### **SARA-NC Complaint Process and Information**

Students may also file a complaint through SARA-NC. SARA-NC is the portal for North Carolina.

SARA North Carolina  
P.O. Box 14103  
Research Triangle Park, NC 27709

telephone: (855) SARA-1-NC (727-2162)

telephone: 919-549-8614, ext. 4667

email: [complaint@saranc.org](mailto:complaint@saranc.org)

website: <http://www.saranc.org/>

Link to SARA-NC Complaint Process: <http://www.saranc.org/Complaint.html>

Link to SARA-NC Complaint Form: <http://www.saranc.org/docs/SARA-NC-ComplaintForm.pdf>

Degree program(s) of study offered by Manna University have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15(d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

## **GENERAL INFORMATION**

### **Mission Statement**

***Mission Statement for all students and modalities:*** Manna University is a biblical higher education institution dedicated to educating, equipping, and empowering emerging leaders to change the world.

### **Statement of Faith**

Manna University is grounded in the following biblical convictions:

1. The Bible is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content, and without any errors in its teachings.

2. All men in their natural state are lost, alienated from God, spiritually dead: "All have sinned, and fall short of the glory of God" (Rom. 3:23). Salvation is only by grace, a free gift of God; spiritual rebirth is the only means of salvation and eternal life through faith in the Lord Jesus, who died for our sins according to the Scriptures. Those who are regenerated are born of the Spirit, become children of God and are made new creatures in Christ (II Cor. 5:17).
3. God is One God Who reveals Himself in three Persons — Father, Son, and Holy Spirit. Jesus Christ is the Son of God and Son of man. He was born of a virgin and is Himself God. We affirm the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious death as the only sacrifice for the sin of the world, His resurrection from the dead, His ascension to the right hand of God as our intercessor, and His future return in glory. We affirm the finality of Christ's work for the redemption of mankind and the present freedom of access to the Father.
4. The Scriptures declare the deity and personality of the Holy Spirit as well as His present work in the church. We affirm that the baptism in the Holy Spirit is an endowment of power for all believers.
5. The Lord Jesus Christ rose from the dead in the same body that was laid to rest in the tomb. The bodies of all believers who die will be raised from the dead, and they will receive an incorruptible body like unto His glorious body (I Cor. 15:53; Phil. 3:21). All other men shall be raised unto "the resurrection of judgment" (Jn. 5:28, 29).
6. Christians, born of the Spirit, are to live the new life in the present power of the Spirit. "If we live by the Spirit, by the Spirit let us also walk" (Gal. 5:16-25; Col. 2:6). The Christian's responsibility and his normal attitude of life is to yield himself to God (Rom. 6:13), trusting God to keep him. Christian "living" includes Christian service, the winning of souls around us, and the preaching of the Gospel in the uttermost parts of the earth. We affirm the sufficiency of scripture to govern the conscience of believers.
7. Jesus Christ will come again to earth the second time, personally (Acts 1:11; I Thess. 4:16), bodily (Acts 1:11; Col. 2:9), and visibly.

### **Statement on Marriage, Gender, and Sexuality**

Manna University does not routinely offer collective comments on political and social issues due to the diversity within our membership and their churches. However, recognizing that the protection of religious freedom under the United States Civil Rights Acts is being questioned in a growing number of discussions about discrimination and faith-based institutions, we believe it is important to state our official position and assert that affirmation of this position is inherent in our university.

1. Our Tenets of Faith are grounded in historic Christian orthodoxy which is, in turn, grounded in the teachings of the Bible as broadly and consistently understood in the mainstream of protestant Christian tradition. We believe the Bible to be the inspired, the only infallible, authoritative word of God. Therefore, everything we say and do must be under the guidance and authority of Scripture. Our integrity depends on consistent application of commonly understood biblical truths.
2. We are persuaded that the matter of human sexuality and gender is fundamental to biblical cosmology, not merely biblical morality. Beginning with the Genesis account of Divine

Creation and continuing consistently throughout all of Scripture's canon, God's original and ongoing intent and action entails the creation of humanity manifest as two distinct sexes, male and female. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

3. While due to human sin and brokenness, our experience of our sex and gender is not always that which God the Creator originally designed, we yet affirm God's capacity to heal and transform our brokenness. In light of this foundational understanding of creation, fall, and redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological identity discordant with one's birth sex. We have developed institutional policies and make institutional decisions in light of these convictions in matters such as employee hiring and retention and in student admissions, retention, and community life.
4. We uphold the sanctity of marriage as God-ordained, a special, exclusive lifelong union between one man and one woman, within which sexual relations are honored and affirmed by God as delineated in Scripture (Gen. 2:18-25). We share the conviction that all sexual unions outside of marriage as thus defined deviate from the Creator's design and are sinful and thus ultimately detrimental to human flourishing (Eph. 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. In dealing with sexual sins outside of marriage, we must be attentive to Scripture and therefore consistent in applying campus employment, admission, and community behavioral standards policies to all expressions of sexual identity and behavior. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
5. We affirm the dignity of all human beings and we deplore all forms of sexual harassment and violence. The Bible calls upon us to respect people even though we may disagree with them. We will demonstrate civility and compassion as we engage in dialogue with those whose beliefs, self-identification, and behaviors deviate from biblical standards. We call upon our associates to seek to embody the gentle and patient love of Christ for all.
6. We will also separate the value and identity of each person from the behavioral choices one makes. We must never reject people, but only those actions that Scripture defines as immoral. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11). We rejoice in the fact that God welcomes, embraces, forgives, and heals all people who respond to His grace. We must also extend the same grace and forgiveness to those we may discipline for violating campus standards for biblical living. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Manna University.

7. We will be vigilant in defending our rights as faith-based organization, as expressed in the federal constitution of the United States. While some within the educational community may not always agree with us on specific positions, we believe everyone, including the extended society have a stake in preserving basic freedoms and we, therefore, encourage them to join us in defending these basic rights.
8. It is our desire to respond to this current challenge with resolve and sensitivity. We stand for the clear moral teaching of the Bible while demonstrating compassion for those with whom we may disagree. Just as Christ had a “love morality” that was combined with a “law morality,” may we also find that healthy balance as we seek to represent our Lord in the higher education arena and the larger society.

We believe that in order to preserve the function and integrity of Manna University as the local Body of Christ, and to provide a biblical role model to Manna University members and the community, it is imperative that all persons employed by Manna University in any capacity, or who serve as volunteers, agree to abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

### **University History**

Manna University, formerly Grace Leadership Institute, was founded with the mission of providing practical and academic education and training to adults in a formal, traditional environment. This education was designed not to replace, but to complement the discipleship efforts of the local church. The curriculum was structured to prepare and equip believers; it concentrated its study and development in four particular tracks: Leadership, Worship, Ministry, and Family Life.

Manna University was the next logical process in the growth of this institution. Therefore, Manna University was formed in the fall of 2000 as Grace College of Divinity (GCD), offering structured college curricula taught by experienced faculty. GCD received accreditation from the Association for Biblical Higher Education (ABHE) in 2012, and formally changed its name to Manna University in 2021.

### **Locations**

#### **Main Campus**

5117 Cliffdale Road  
Fayetteville, NC 28314

#### **Extension Sites**

Beltway Park Church  
4009 Beltway South  
Abilene, TX 79606

Grace Church  
200 Sage Road  
Chapel Hill, NC 27514

Grace Church  
1519 Luther Way  
Southern Pines, NC 28388

Grace Life Church  
501 Clemson Road  
Columbia, SC 29229

Manna Church  
236 Tabbs Lane  
Newport News, VA 26302

Our Savior's Church  
1201 E Broussard Road  
Lafayette, LA 70508

Valley Community Church  
1215 Julian R Allsbrook Highway  
Weldon, NC 27890

## ACADEMIC FACILITIES

### Library

The Manna University Library, Library Annex, and Digital Library are designed for students to use in research and other-directed assignments. The library and library annex are located on the second floor of the Manna University Administration Building. To access library services, the student must purchase a Manna University library card for a one-time fee of \$10.00, the \$150 per semester Technology Fee and \$75 per semester Library Fee. The library catalog is accessible via the library page under the "Student Life" menu under "Student Resources" on manna.edu. Students in distance education and extension sites can request the book they need by emailing library@manna.edu or placing on hold through Library World. The book will be sent to the student with the student responsible for its return postage. Computers with internet access are available in the Library Annex.

### Community Resources

A number of public libraries are available in the surrounding area that can be used to facilitate research, for a quiet place to study, or computer use. Some libraries offer a single room upon request. The Cumberland County Library System has available for library card holders an online library. Anyone who has a card may request a password to this entire online resource to virtually check out books and read them online.

## ACADEMIC PROGRAMS

### Doctor of Ministry

The [Doctor of Ministry program](#) prepares experienced pastors and Christian leaders to advance their knowledge in effective ministry strategies and tactics in a particular program focus area: Christian Leadership & Strategic Growth is the first focus area to be offered; other focus areas may be added in the future as needed. This degree may be completed online. Several classes may also be available at Manna University's main campus in Fayetteville, NC. Students seeking acceptance to this program must have at least three years of ministry experience and must hold an appropriate master's degree plus no less than 15 credit hours in Bible or Theology from a regionally or nationally accredited college or university. At the culmination of this D.Min. program, each student will write and defend a research-based dissertation that is relevant to the program focus area.

### Master of Arts in Biblical Studies

The [Master of Arts in Biblical Studies program](#) facilitates an advanced understanding of the Old and New Testaments with an emphasis on exegesis using advanced hermeneutics and various exegetical resources. Students will learn fundamentals of Biblical Greek and Hebrew as well as advanced skills in biblical research and writing. The MABS facilitates academic preparation for preaching, teaching, bible-based ministry, and further graduate studies. A master's thesis (written project) is required at the culmination of this degree. All 40 courses may be completed online. Several classes may also be available on campus at Manna University's main campus in Fayetteville, NC.

### **Master of Arts in Christian Leadership**

The [Master of Arts in Christian Leadership program](#) offers a wide range of courses relevant to leadership from the Biblical perspective dealing with various environments. Courses have been aligned in three specific disciplines: Biblical Studies, Theology, and Leadership (Biblical and Organizational).

### **Master of Arts in Religious Studies**

The [Master of Arts in Religious Studies program](#) prepares Christian leaders in attaining a graduate degree that is focused to meet their unique goals and interests, for the purpose of training for ministry, within the local church, and also within the marketplace. This flexible interdisciplinary degree allows students to pursue training in their areas of interest within the course offerings of Manna University, built around a core of Biblical and Theological training. A master's thesis (written project) is required at the culmination of this degree.

### **Master of Divinity**

The Master of Divinity degree program offers a wide range of courses relevant to leadership and ministry. Master of Divinity students must complete [75](#) or [90](#) credit hours, depending on the focus area. (See [Academic Catalog](#) for more details).

### **Graduate Certificate in Bible and Theology**

The [Graduate Certificate in Bible and Theology](#) program facilitates academic preparation for preaching, teaching, Bible-based ministry, and further graduate studies. Students will learn fundamentals of biblical Greek as well as advanced skills in biblical research and writing.

### **Graduate Certificate in Christian Counseling**

The [Graduate Certificate in Christian Counseling program](#) is designed for non-clinical biblical counseling in a church context. It does not provide licensure or counseling certifications. The G.C.C.C. program does provide a foundation for students who desire to pursue further graduate studies in counseling or other related fields.

### **Graduate Certificate in Christian Leadership**

The [Graduate Certificate in Christian Leadership](#) program provides essential training in organizational leadership with a focus on leading in a church or non-profit ministry context.

### **Graduate Certificate in Ministry**

The [Graduate Certificate in Ministry program](#) facilitates academic preparation for preaching, teaching, Bible-based ministry, and further graduate studies. Students will learn essential leadership principles for ministry in a growing local church as well as contemporary apologetics.

### **Bachelor of Arts in Christian Counseling**

The [Bachelor of Arts in Christian Counseling program](#) prepares students to research and address the mental, emotional, relational, and spiritual growth needs of people in clinical, academic, organizational, and church or mission settings. This program does not provide licensure, and it does not provide counseling certifications. Manna University's B.A. in Christian

Counseling does provide a foundation for students who desire to pursue a Master's Degree in Counseling or other related fields. Students completing this program will also have a good foundation for non-clinical biblical counseling in a church context.

### **Bachelor of Arts in Christian Leadership**

The [Bachelor of Arts in Christian Leadership program](#) offers a wide range of courses relevant to leadership from the Biblical perspective dealing various environments. Courses have been aligned in three specific disciples: Biblical Studies, Theology, and Leadership (Biblical and Organizational). Bachelor of Arts in Christian Leadership students must complete 106 credit hours of required courses and 15 credit hours of elective study, as well as fulfill the LIA Christian Service requirement.

### **Bachelor of Arts in Divinity**

The [Bachelor of Arts in Divinity program](#) offers a wide range of courses relevant to leadership and ministry. Courses have been aligned in three specific disciplines: Biblical Studies, Theology, and Practical Ministry. Bachelor of Arts in Divinity students must complete 121 credit hours of required and elective study courses as well as fulfill the Christian Service requirement.

### **Bachelor of Arts in Intercultural Studies**

The [Bachelor of Arts in Intercultural Studies program](#) offers a wide range of courses relevant to leadership and ministry. Courses have been aligned in three specific disciplines: Biblical Studies, Theology, and Practical and Cross-Cultural Ministry. Bachelor of Arts in Intercultural Studies students must complete 121 credit hours of required and elective study courses as well as fulfill the Christian Service requirement.

### **Bachelor of Arts in Worship Ministry**

The [Bachelor of Arts in Worship Ministry program](#) offers a wide range of courses relevant to leadership and ministry. Courses have been aligned in three specific disciplines: Biblical Studies, Theology, and Practical and Worship Ministry. Bachelor of Arts in Worship Ministry students must complete 121 credit hours of required and elective study courses as well as fulfill the Christian Service requirement.

### **Associate of Arts in Christian Leadership**

The two year [Associate of Arts in Christian Leadership program](#) offers a wide range of courses relevant to leadership from the Biblical perspective dealing with a wide range of environments. Courses have been aligned in three specific disciples: Biblical Studies, Theology, and Leadership (Biblical and Organizational). Associate of Arts in Christian Leadership students will be required to complete 61 credit hours of courses and fulfill the Christian Service requirement.

### **Associate of Arts in Divinity**

The two-year [Associate of Arts in Divinity program](#) offers a wide range of courses relevant to leadership and ministry. Courses have been aligned in three specific disciplines: Biblical Studies, Theology, and Practical Ministry. Associate of Arts in Divinity students must complete 61 credit hours of required and elective study courses, as well as fulfill the Christian Service requirement.

### **Associate of Arts in Intercultural Studies**

The two-year [Associate of Arts in Intercultural Studies program](#) offers a wide range of courses relevant to leadership and ministry. Courses have been aligned in three specific disciplines: Biblical Studies, Theology, and Practical and Cross-Cultural Ministry. Associate of Arts in Intercultural Studies students must complete 61 credit hours of required and elective study courses, as well as fulfill the Christian Service requirement.

### **Associate of Arts in Worship Ministry**

The two-year [Associate of Arts in Worship Ministry program](#) offers a wide range of courses relevant to leadership and ministry. Courses have been aligned in three specific disciplines: Biblical Studies, Theology, and Practical and Worship Ministry. Associate of Arts in Worship Ministry students must complete 61 credit hours of required and elective study courses, as well as fulfill the Christian Service requirement.

### **theExperience Internship**

[theExperience program](#) is a full-time internship that cultivates the heart and skills of the Christian influencer by combining formal academics with practical hands-on leadership training. This program is for those who desire to develop a solid Christian foundation to effectively influence others on college campuses, in the marketplace, or in vocational ministry. theExperience joins foundational academic and theological instruction with leadership and character development--all in the context of real-world ministry opportunities where students may practice what they learn under the guidance of seasoned leaders. theExperience requires 31 credit hours of academic work (2 semesters) to receive a Certificate in Christian Leadership, Church Leadership, Intercultural Studies, or Worship Ministry and requires 61 credit hours (4 semesters) of academic work to receive an Associate of Arts Degree in Christian Leadership, Divinity, Intercultural Studies, or Worship Ministry. theExperience internship program is also available for graduate students. Acceptance into this program requires joint approval by theExperience staff and Manna University.

### **Certificate in Church Leadership**

The [Certificate in Church Leadership program](#) is ideal for people who are already working in ministry but desire additional formal biblical training. The courses required for this program provide solid biblical and ministry training while also providing some flexibility regarding ministry focus. All of the courses within this certificate program may also count toward one of the bachelor's degree programs at Manna University. In addition to the 31 credit hours of academic studies, students are required to fulfill the Leadership in Action requirement.

### **Certificate in Christian Leadership**

The [Certificate in Christian Leadership program](#) is a one-year program designed to provide intensive training for students who are called to leadership in the church or workplace. This program can be transferred into further degree programs. Students will need to complete 31 credit hours of academic study.

### **Certificate in Intercultural Studies**

The [Certificate in Intercultural Studies program](#) is a one-year program designed for students who are called to ministry in the mission field. This program can be transferred into further degree programs. Students will be required to complete a practicum consisting of a short-term mission trip and 31 credit hours of academic study.

### **Certificate in Worship Ministry Program**

The [Certificate in Worship Ministry program](#) is a one-year program that includes 31 credit hours of academic work and extensive practicum in the student's area of specialization. Those involved in the Worship Leadership Program will be required to participate in a local church Worship Team practice at a designated time.

## **COMMUNITY LIFE**

### **Philosophy of Community**

Manna University is a community of believers dedicated to the growth of the body of Christ in the context of Manna University. So that the Body is built up in love (cf. Ephesians 4:16), faculty, staff, and students encourage one another to be conformed to the image of Christ (cf. Romans 8:29). The primary model for relationships should be Jesus' command to love one another (cf. John 15:12), which works itself out in full expression as the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (cf. Galatians 5:22, 23). This community commits itself to live in unity, to put aside any deception or slander, and to edify one another to develop the fundamental attitudes and character necessary for leaders in the church and in the world (cf. Psalm 133; Philippians 2:1-4; Ephesians 4:1-5:21). In keeping with this commitment, Scripture compels us to voluntarily abstain from behaviors that are illegal, immoral, or unethical. (See the Code of Conduct on pages 13-16 for examples of such behaviors.)

### **Ethnic Diversity**

The Christian community includes believers from every racial and ethnic background. Revelation 5:9 says, "You are worthy to take the scroll and to open its seals, because you were slain, and with your blood you purchased men for God from every tribe and language and people and nation." Our prayer for Manna University is that God would send us men and women from every tribe and tongue and people and nation to train as Christian leaders. Therefore, we admonish all students to remove from their worldview, their speech, and their actions any bias they may harbor based upon racial or ethnic origins. We encourage students to see the beautiful diversity that God has created in His people and in the church. Racism in any form will not be tolerated and will be met with serious disciplinary action including, but not limited to, mandatory counseling, voluntary withdrawal, suspension, and expulsion. These and other disciplinary actions are described in the section entitled Disciplinary Process, part of the Disciplinary Policy in this Guide.

### **Sanctity of Life Statement**

The University embraces a biblical position that honors the sanctity of human life. Consequently, the University expresses strong convictions against the support of any action that encourages the termination of human life through suicide, euthanasia, or abortion.

Manna University's belief in the sanctity of life, therefore, influences its response to those students who are involved in crisis pregnancy. The campus community is prepared to stand with both the father and mother of the unborn child as they consider the results of their actions and experience the forgiveness that comes from a heart of repentance. Abortion is seen as a crime against the child and the family and, therefore, is neither advised nor entertained as an alternative solution. The University is committed to assisting both the father and mother with other alternatives by offering prayer, counsel and scriptural instruction, encouraging adoption and making crisis pregnancy intervention available to those seeking our help.

### **Sexual Harassment and Non-Discrimination Policy**

Manna University is committed to an educational and work environment free from discrimination, harassment, and sexual misconduct. The community environment promoted by Manna University is rooted in the biblical teachings of a body of believers united in love and care for one another. Manna University is a unique institution whose mission is to prepare emerging leaders to change the world by advancing the Kingdom of God through sound biblical training. Due to this mission, Manna University has community expectations, which affirm biblical teachings. Manna University affirms Bible passages that state God intends for a sexual relationship within the bond of monogamous heterosexual marriage and that sexual conduct and activity outside of a marriage between a man and a woman is a violation of biblical teachings and likewise a violation of Manna University Community Code of Conduct.

Manna University will not tolerate acts perpetrated within the educational community, impeding students' right to equal access to the education they seek. Manna University will protect students from acts alleged to have been committed by fellow students, employees, or visitors to campus. When an incident is alleged and informal or formal procedures of investigation commence, Manna University is committed to protecting the rights of both parties and ensuring effective and timely communication throughout the process.

Manna University is committed to the obligations of Title IX and subsequent related legislative requirements. Title IX refers to the Education Amendments of 1972, which states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance." 20 U.S.C. 1681 & 34 C.F.R. Part 106 (1972)

Manna University recognizes that the perception of sexual harassment is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency, and severity, need to be considered to assess the behavior. Although statistical analysis has shown an individual in a position of power or influence usually commits the sexual harassment, sexual harassment can occur between any two individuals regardless of gender, employment status, work relationship or academic association. Sexual harassment may be verbal, graphic, written or physical in nature, each of which may be grounds for disciplinary action. Manna University defines sexual harassment in the following manner:

1. Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee,

student or applicant. For example: Making unsolicited written, verbal, physical or visual contact with sexual overtones. (*Written examples:* Suggestive or obscene letters, notes, invitation. *Verbal examples:* Derogatory comments, slurs, jokes, epithets [name-calling]. *Physical examples:* Assault, touching, inappropriate embracing, impeding or blocking movement. *Visual examples:* Leering, gestures, display of sexually suggestive objects in pictures, cartoons, or posters.) Continuing to express sexual or amorous interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)

2. The conduct has the purpose or effect of interfering with a student's academic performance, forming an intimidating, hostile, or offensive or otherwise adverse learning environment, or adversely affecting any student.
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment.

### **How to Report Discrimination or Sexual Harassment**

To report an incident of discrimination or sexual harassment you may contact the Title IX coordinator or submit an [anonymous online complaint form](#).

**Title IX coordinator:** Cathy Lucas (Vice President of Administration)

Office address:

5117 Cliffdale Road

Fayetteville, NC 28314

Telephone number: 910-221-2224

E-mail address: [clucas@manna.edu](mailto:clucas@manna.edu)

See the Safe Campus page for more information: <https://manna.edu/safe-campus/>

If the University determines that sexual harassment did occur, action will be taken in accordance with the circumstances involved. Any administrator, faculty member, staff member or student determined by this investigation to be responsible for sexual harassment will be subject to appropriate disciplinary action, up to and including dismissal, termination, or legal remediation. Those parties directly involved will be notified in a timely fashion regarding the results of the investigation. The University strongly encourages students to immediately report all incidents of harassment listed in this policy. The University will not retaliate against anyone for filing a complaint nor tolerate or permit retaliation by administration, faculty, staff or fellow students.

If a student feels that the above stated policies regarding sexual harassment have not been carried out, he or she is encouraged to follow the procedures set forth in the Student Complaint Procedures & Appeals Process on pages 3-5 of this document.

## ACADEMIC LIFE

### Student Orientation

The student orientation course is required for all new students or those returning to Manna University after a time of absence. Within the orientation course the Bible Entrance Exam and proof of Immunization assignments are required to pass the class. Failure to complete either of these assignments will result in a hold placed on the student's account, preventing them from registering for future classes at Manna U. The orientation course is pass or fail, but failure to complete all assignments will result in a failing grade. The orientation course is only a four week course with the intent to have all students complete the course before their regular course work begins.

### Faculty Advising

Manna University academic advisors are available to assist you in interpreting degree requirements, selecting appropriate credit sources, and widening your scope of learning. Recommended resources will always support your Christian development and be a highlight to your academic studies.

### Communication Guidelines

#### For Students:

When communicating with faculty, please show them respect by doing the following:

- Use discretion as to when and how since they are all very busy people.
- Communicate before and after scheduled class meetings whenever possible.
- Use your Manna University email account for all communication (if at all possible).
- Make emails as short as possible (one paragraph or less).
- Use Populi for posting class discussions and class assignments (not for email)

#### For Faculty:

When communicating with students, please show them respect by doing the following:

- Respond to their correspondence as soon as possible and within two business days.
- Clearly specify on your syllabus and in Populi how you wish to be contacted by your students (to include emergencies), and explain your communication policy to your class.
- State (and reiterate as needed) the Manna University policy that all emails should be sent and received through Manna University email accounts.
- Encourage students to avoid writing long emails.
- Let students know if you feel they are violating your boundaries regarding healthy communication or anything else related to your course.

### Students with Disabilities

Students who have a disability that might prevent them from fully demonstrating their abilities should contact the Disabilities Coordinator as soon as possible. They will advise the student on disability verification and discuss accommodations that might be necessary to ensure full participation in class and the successful completion of course requirements. All students requesting accommodations must provide the Disabilities Coordinator with evidence of competent professional evaluation of the disability and specifications of assistance required. Manna University provides designated parking spaces and open access

to campus facilities for students with disabilities. Special seating arrangements may be made through the disability's coordinator.

Contact the Disabilities Coordinator:

Name: Jaemi Serrano

by email: [jserrano@manna.edu](mailto:jserrano@manna.edu)

by phone: 910-221-2224

by mail:

Manna University

439 Westwood Shopping Center

PMB 106

Fayetteville, NC 28314

### **Attendance**

*Each instructor will determine how student participation affects their final grade within each course.*

### **Administrative Withdrawal Due to Lack of Engagement**

#### **Online and On Campus Classes:**

You will be administratively withdrawn from your class if you allow the specified time frame to pass per term (see graph below) without participating in the class.

<b>Semester</b>	<b>Weeks without Participation</b>
15-week Graduate Semesters	Must participate within the first 2 weeks
15-week Undergraduate Semesters	Must participate within the first 2 weeks
8-week Undergraduate Terms	Must participate within the first week
15-week Hybrids with 1-week on-campus intensives (Graduate and Undergraduate)	Must participate no later than day 2 of the on-campus intensive

Participation is defined as:

- Submitting any official class assignment (such as a discussion board, quiz, etc.)

***Again, failure to participate in the class within the specified time frame for each term will result in an Administrative Withdrawal (AW).***

#### **Requesting to Rejoin a Class**

Each semester, students will have one opportunity per class to be re-enrolled after an *Administrative Withdrawal*. Students must officially request reinstatement by contacting the Registrar at 910.221.2224, or emailing [registrar@manna.edu](mailto:registrar@manna.edu) and clearly stating their desire to be reinstated. The Registrar will process the request per the direction of the Academic Office.

Each student will have 5 business days from the date they are informed of the Administrative Withdrawal to request reinstatement. Failure to request reinstatement within the 5-day time frame will result in denial of reentry.

Although each Manna University instructor *determines how student participation affects their final grades within each course*, class engagement is essential for satisfactory academic achievement. Students are responsible for knowing and meeting all course requirements including tests, assignments, and class participation. Regular attendance in classes is expected. Faculty members evaluate each student's record of attendance in arriving at a final grade. For more

information regarding Manna University policies, see the Manna University [Academic Catalog](#) that can be accessed at [www.manna.edu](http://www.manna.edu).

### **Deadlines and Late Penalty:**

The standard Manna University late penalty is 10 points up to the first week of lateness, and 5 points off for every additional late day after a week. Your instructor may choose to designate a unique late penalty system based on his/her specific class and assignments.

Work is due by the deadlines specified in the syllabus. If any of your coursework is missing at the end of the semester, the faculty will calculate a grade for you based on the work you have submitted.

### **Extensions/Incomplete Grades**

For *extreme circumstances* that interfere with completing coursework by the end of a semester, you can request an “extension” of the deadline and ask to receive an “Incomplete” grade. (Extreme circumstances do not include illnesses, employment demands, or other regularly occurring issues of life. Bear this in mind and plan ahead! The Academic Office does not grant extensions for failure to plan. Assume that you are going to have major disruptions, and prepare ahead of time.)

Rather than receiving a grade at the end of a semester that will impact your GPA, the Registrar will assign you a grade of “Incomplete.” Your grade will remain an “Incomplete” until your extension deadline, at which point the Registrar will automatically convert the incomplete grade to a final grade for the class based on whatever amount of work you have submitted to your instructor.

Note that you must gain approval for an incomplete grade *before* the end of the semester. Do this by obtaining your instructor’s approval and the Academic Dean’s approval through the [Request for Incomplete Grade form](#) (see Student Forms on [manna.edu](http://manna.edu)). It is your responsibility, and not your instructor’s, to submit your form to the Academic Dean for approval.

Requests for Incompletes are not approved *after* the end of semester. You must have completed 70% of the coursework or more to be considered for an Incomplete.

### **Course Substitution Policy**

A course substitution is a course that takes the place of a required course in a curriculum. Course substitutions must meet content and/or spirit of the curriculum requirement. Students must have completed, be currently enrolled in, or have transferred credit to Manna University for the requested course to be approved as a substitution.

### **Withdrawal Policy**

General Requirements:

1. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When the student

withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

2. If a recipient of Title IV grant or loan withdraws from a school after beginning attendance, the amount of the Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

### **Financial Hold on Registration**

Students who have a balance from a previous semester cannot register for future class(es) without paying the balance in its entirety or entering into a payment arrangement. The payment arrangement will need to be approved by the Registrar. This policy is regardless of the student's financial aid or VA funding status.

### **Financial Holds on Academic Records**

The Business Office will place a financial hold on the academic records of present and former students who have an outstanding account with the University. Such individuals will not be allowed to register for classes nor will any academic documentation or information (e.g., grades, transcripts, diplomas, or letters of recommendation) be released to them until the Business Office receives payment. Once the account is settled, the Business Office will notify the Registrar's Office that the financial hold has been removed. The Registrar's Office will then release any requested academic documentation or information to the individual. For more details on financial holds, see the [Academic Catalog](#).

## **STUDENT TIPS**

### **Job Description for a Successful Student**

Successful students do the following:

- *Plan* to be successful by believing in the Lord's working in you through your coursework, adding to your strengths, abilities, and skills.
- *Prioritize* time and responsibilities.
- Take *responsibility* for your education.
- Submit all previous college transcripts to Admissions for review.
- Process a student education plan with a faculty advisor.
- Inform the Registrar's Office of change of address, e-mail, or phone number.
- Take advantage of all University resources.
- Use the Library and its many digital resources.
- Request guidance from Academic Advisors or Counselors.
- Look for ways to stay *motivated*.
- Keep *energy levels* high by getting enough sleep, exercise, leisure activities, eating well, and keeping yourself free from drugs and alcohol.
- Seek to have *balance* and organization in life and education.

- Exhibit *respect* in your dealings with other people.
- Use a proven *method of studying*, as opposed to cramming.
- Set realistic *goals*.
- Develop a *daily routine* of study habits.
- Practice *active learning* by discussing, writing, and analyzing the issues from class.
- Find a *location* where studying is best optimized.
- Keep an *open mind* and look at all options.
- *Question* information that is not understood.
- Understand the importance of a *team concept* (classmates, University staff, instructors, tutors, family, etc.).
- Find out what *learning style* is best for you and study to maximize strategies that match your particular strengths.
- Practice successful *classroom behavior*.
- Sit in the front of the class if having trouble paying attention.
- Attend all classes and engage in online class daily.
- Listen carefully and take notes, including when watching online video content.
- Submit all work on time.
- Read class assignments.
- Participate in class discussions and online discussion board posts. .
- Keep up with classes each day.
- Follow directions.
- Seek advice and ask questions of the instructor.
- Be on time all the time (arrive early).
- Seek help from *counseling* if personal issues are interfering with your education.
- Overcome adversity with *perseverance*.
- *Endure* to finish what you start!

### **Tips for Taking Tests**

1. Concentrate. Do not talk or distract others.
2. Listen carefully to the directions. Ask questions if they are not clear.
3. Pace yourself. Keep your eye on the time, but do not worry too much about not finishing.
4. Work through all of the questions in order. If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.
5. Read all of the possible answers for each question before choosing an answer.
6. Eliminate any answers that are clearly wrong, and choose from the others.
7. If questions are based on a reading passage, read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.
8. When you finish the test, go back through and check your answers for careless mistakes. Change answers only if you are sure they are wrong, or you have a very strong feeling they are wrong.
9. Do not be afraid to guess at a question. If you have a hunch you know the answer, you probably do!
10. Use all of the time allotted to check and recheck your test.

## Successful Note Taking

1. Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time much easier. Good note taking requires practice.

Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or in a loose-leaf binder that has a section for each class. Your teacher may have certain requirements.

1. Date each day's notes, and keep them in chronological order. Some teachers provide outlines that tell you how a series of lectures will be organized; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin, or highlight any information the teacher specifically identifies as important.
2. Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review them.
3. If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you will not miss any of the lectures. Do not copy your notes over to make them neat; write them neatly in the first place. Do not create opportunities to waste your time.
4. Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions, or to highlight the really important points in the discussion.
5. Listen for key ideas. Write them down in your own words. Do not try to write down every word that your professors say. Some professors will use the dry-erase board or an overhead projector to outline key ideas. Others will simply stress them in their discussion.
6. Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand as well as prepare for tests
7. Review your notes daily. This reinforces the information and helps you make sure that you understand the material.
8. Make sure your notes summarize, not duplicate, the material.
9. Devise your own use of shorthand.
10. Vary the size of titles and headings.
11. Use a creative approach, not the standard outline form.
12. Keep class lecture notes and study notes together.

## ADMISSION REQUIREMENTS

### Conversion Essay

Students entering Manna University will be required to submit a one (1) to two (2) page conversion essay which includes how the mission of Manna University will support their life vision in lieu of a SAT/ACT score.

### Ability to Benefit

Based upon evaluation of the transcripts and other pertinent documents, there may be further requirements for acceptance to show that the student has the ability to benefit from college-level work at Manna University. An example of this would be a three to four page academic essay on an assigned subject to be completed within a specified time. Other requirements may include a USDE-approved ability-to-benefit test, such as the Accuplacer COMPASS, or by successfully completing six credit hours that are applicable toward a degree or certificate offered at Manna University.

### Credit Enrollment

A unit of credit measures quantity and represents the amount of credit given for class attendance of a 50-minute period weekly throughout the semester. For example, a student who is taking 10 credits should expect to be in the classroom for ten 50-minute periods per week. This may not be the case for special (e.g. weekend, concentrated) courses.

A full-time student is defined as any student taking a Manna University course load of 12 credit hours or more per semester for undergraduate courses or 9 credit hours or more for graduate courses. Enrolling in more than 18 undergraduate credit hours or more than 9 graduate credit hours will require approval from the Academic Dean.

Federal regulations that went into effect on July 1, 2011 define (in Paragraph 600.2) a credit hour as follows: "Credit hour: Except as provided in 34 CFR 668.8 (k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonable approximates not less than- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten or twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

### Honor Code and Policy

Manna University students shall operate within a code of honor consistent with the Biblical standards of Jesus Christ. This means that students shall abstain from morally wrong behavior. This includes academic misconduct, research misconduct, dishonesty and any activities that are harmful and/or offensive to others. Adherence to a Christian character and lifestyle is expected. In compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the 1973

Rehabilitation Act, Manna University does not discriminate on the basis of race, color, sex, national and ethnic origin, or physical disability with regard to the admission and employment policies, educational, or other programs and privileges offered to students at or through the University. Manna University reserves the right to withdraw a student for cause at any time.

Academic misconduct is defined as the falsification of official documents and/or obtaining records, examinations or documents without authorization. Several examples of academic misconduct are as follows: the unauthorized acquisition of all or part of an un-administered test, selling or otherwise distributing all or part of an un-administered test, changing an answer or grade on an examination without authorization, falsification of information on an official University document such as a grade report, transcript, an instructor's grade book, or evaluation file, or being an accessory to an act of such falsification, forging the signature of an authorizing official on documents, such as letters of permission, petitions, drop/add, transcripts, and/or other official documents and unauthorized entry into a building, office, file or computer database to view, alter or acquire documents. Research misconduct has been defined by the Federal DHHS Office of Research Integrity (ORI) and Manna University subscribes to this definition: "Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results." Research misconduct does not include honest error or differences of opinion. It is important that every student understand the meaning of fabrication, falsification, and plagiarism.

Fabrication is making up data or results and recording, or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research or academic performance is not accurately represented in the research or academic records. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit, i.e. an appropriate attribution or citation.

### **Student Disciplinary Procedures**

Each student is expected to maintain discipline in keeping with the Word of God and the guidelines of Manna University. If disciplinary action is required, the following procedure will be followed (level 3 violations may go directly to probation or other consequences):

- A session with the involved parties will be the first step toward resolving the issue with love as motivation for correction.
- In the event that this session proves unsatisfactory, the problem will be made known to the Dean of Students. The Dean may then ask a faculty or staff member to counsel with the student(s) to seek a resolution to the problem.
- If this approach does not achieve resolution, the problem will be brought to the attention of the Academic Dean. The involved parties will be advised to appear before the Academic Dean and the Dean of Students for discussion of the issues. The Deans will decide upon one or more of the following courses of action:
  - Dismissal of the Issues
  - Conduct Warning
  - Disciplinary Action
  - Suspension or Dismissal of the Student(s)

## GRADING

Students may view their grades at the end of each semester through their Populi account. Neither grades nor transcripts will be released if the student has any past-due financial obligations to the University, or has not been officially admitted to the University.

### Grading System

Manna University Grading Scale

Grade	Percentage	Quality Points
<b>A</b>	<b>93-100</b>	<b>4.00</b>
<b>A-</b>	<b>90-92</b>	<b>3.67</b>
<b>B+</b>	<b>87-89</b>	<b>3.33</b>
<b>B</b>	<b>83-86</b>	<b>3.00</b>
<b>B-</b>	<b>80-82</b>	<b>2.67</b>
<b>C+</b>	<b>77-79</b>	<b>2.33</b>
<b>C</b>	<b>73-76</b>	<b>2.00</b>
<b>C-</b>	<b>70-72</b>	<b>1.67</b>
<b>D+</b>	<b>67-69</b>	<b>1.33</b>
<b>D</b>	<b>63-66</b>	<b>1.00</b>
<b>D-</b>	<b>60-62</b>	<b>0.67</b>
<b>F</b>	<b>0-59</b>	<b>0.00</b>

### Grade Appeal

Students who question the appropriateness of the grade received for a course should contact the professor first. If, after contacting the professor, students do not feel they have been treated fairly, they should appeal to the Academic Dean or the Dean of Distance Education. The Dean's decision can only be appealed to the President.

### Incomplete Grades

It is within the discretion of the instructor, upon request from the student for acceptable reasons, to extend the final due date for course work by one week. The student may receive a further extension and a grade of "incomplete" only when the Academic Office, prior to the examination period, has approved a contract signed by the student, the Academic Dean, and the instructor. A contract must include the reasons for the extension and the new due date, which may not go beyond the last week of classes in the following semester. Acceptable reasons are limited to

unusual considerations such as illness, hardship, or emergency. Verification may be required. Failure to fulfill a contract may result in a grade of "F." Financial aid recipients who request an incomplete will not receive or have financial aid processed until the student completes the course and receives a grade where the "I" stands.

### **Repeated Courses**

A student may repeat for credit or audit any curriculum course one time in an effort to earn a higher grade and/or to add to his/her mastery of course content. If a student petitions for another attempt, a third and final attempt may be granted based on documented extenuating circumstances. When a course is repeated, the last earned letter grade (A, B, C, D, and F) will be counted in determining the hours earned and in determining the grade point average at Manna University. However, all grades will be recorded on the student's official transcript. Grades of withdrawal (W), and withdrawal passing (WP), are not calculated in the GPA but they will be considered as a repeat grade. A grade of (WF) is calculated in the GPA as a grade of "F." (See Refund Policy in section entitled Academic and Administrative Policy and Procedure.)

## **STUDENT LIFE**

### **Church Involvement**

Because Manna University is committed to the spiritual development of all students, all students are expected to become involved in a local congregation while studying at this school. This involves not only attendance at church services but also active participation in the life of the congregation.

### **Chapel**

Chapel is an integral part of the spiritual community life at Manna University and offers opportunities for honoring God, information sharing, and fellowship. Thus, weekly chapel attendance is highly recommended to Manna University students. Distance Education students may participate in online chapel services via Facebook Live or other digital platforms. Students will be made aware of these services through the Populi newsfeed and Manna University's social media platforms.

### **Leadership in Action (LIA) - Christian Service Program**

The mission of Manna University is to Prepare God's People to Change the World by equipping students for Christian service. Engaging in the actual practice of ministry responsibilities enables the student to relate classroom work (theory and concept) to everyday encounters of the Christian Professional involved in ministries (teaching, preaching, counseling, etc.). Through the Christian Service Program, we enrich the student's educational experience, as well as serve the community church. Every undergraduate student must fill out the Leadership in Action (LIA) form every semester enrolled and every undergraduate degree seeking student must complete the minimum number LIA projects for his/her degree program as a requirement for graduation. Bachelor degree students are required to complete eight LIA projects, and all Associate degree students must complete four LIA projects. Certificate seeking students must complete two LIA projects. The student will not be required to complete more LIA projects than

semesters enrolled, exceptions for transfer credit can be given. For a project to be accepted it must be either an outreach to the community, a leadership position, or a consistent position of service (a minimum of a three-month commitment to that position). In addition, students are required to attend a minimum of three Mentoring Monday Sessions per semester. A short quiz is required to receive credit for attendance of these sessions. The purpose behind the mentoring sessions is to further equip and empower our students as they hear from leaders within the Manna University community.

### **Married Couples Fellowship**

Manna University encourages married couples to be involved in mentoring other married couples and in setting the example of high moral Christian values and ethics in keeping in line with the word of God that the two have become one flesh (Eph. 3:31) fixated on His perfect will and abiding in His perfect love. Couples may also want to lead a group in an area where they feel God is leading them.

### **Counseling**

Manna University offers mentoring for students; a male and female chaplain are available by appointment. Students can contact the Dean of Students ([deanofstudents@manna.edu](mailto:deanofstudents@manna.edu)) for more information.

### **Student Activities**

The Manna University Student Government Association and the Dean of Students work together to provide activities that will enhance the whole-person development, forge relationships, and promote the mission of Manna University. These activities include formal or informal gatherings, outreaches, and recreation or entertainment events or gatherings.

### **Employment**

Manna University students are encouraged to seek employment that will allow them to be fully involved in their academic studies. Therefore, the Academic Office is available to assist students in making decisions about employment while they are students at the University.

### **Drug and Alcohol Policy**

Manna University prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal, state or local statutes, regulations or ordinances. Workplace is defined as either University premises or any place where University business is conducted away from University premises. Educational setting includes both University premises and approved educational sites off campus.

Possession or use of illegal drugs, narcotics or drug paraphernalia is absolutely forbidden. Manna University is not, and cannot be considered, a protector or sanctuary from the existing laws of the city, state, and federal governments.

### **Sanctions**

Disciplinary sanctions which may be imposed on a student found to be in violation of the above policy include, but are not limited to, reprimand, revocation of certain privileges, campus service, deferred suspension, fine or restitution for loss, and suspension or dismissal from the University.

## DISCIPLINARY POLICY

The primary goal of the Manna University Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from Manna University is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of restorative action. Intermediate consequences are employed whenever possible to avoid suspension or expulsion from school. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident, (3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance. Suspension, expulsion, and other disciplinary actions are described in the section entitled Disciplinary Process later in this part of the Handbook.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to school officials while they are investigating possible infractions or processing disciplinary actions. Some may view withholding information as a means of “protecting” others, but this practice is unbiblical (cf. Proverbs 14:25, James 4:17) and is ultimately destructive to our community.

While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a disciplinary decision, occasionally resulting in unanswered questions regarding an outcome. Uninformed community members are asked to extend the benefit of doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

The Dean of Students serves as the chief student conduct officer for the University and works with other administrators to resolve disciplinary matters. The following guidelines are used to establish continuity for administering consequences for violating community standards.

### Guidelines for Imposing Consequences

The following guidelines are designated to establish a system of continuity for administering consequences for the violation of community standards. The administrator(s) should typically employ the following guidelines in determining an appropriate consequence, unless there are exceptional circumstances that warrant an alternative response on the part of the University.

**Level 1 Violations:** These are minor violations. Customary action would include, but is not limited to, a verbal or written warning with the possibility of additional sanctions.

**Level 2 Violations:** These are intermediate violations that may indicate a breach in judgment or character on the part of the violator. Customary action would include, but is not limited to, behavioral probation with additional sanctions, a limited-term suspension including campus visitation, and/or required reduction of semester hours.

**Level 3 Violations:** These are major violations and will be dealt with accordingly. Often Level 3 violations are also criminal acts. Customary action would include, but is not limited to, suspension with additional sanctions, or expulsion. When appropriate, the University will refer the incident to law enforcement authorities.

**Note:** Disciplinary action is customarily cumulative. Consequently, multiple individual lower level violations could result in a higher level of consequence.

## Mandatory or Minimum Consequences

In order to create a healthy community environment and influence lifestyle choices by which its members may be successful in attaining the mission of the institution, the University takes an unequivocally firm stand on student misconduct that falls in the following categories:

- Intoxication and drunkenness;
- Drug possession and/or use;
- Sexual misconduct;
- Violent acts;
- Endangering the safety of others;
- Plagiarism or other forms of lying or cheating; and
- Non-compliance with the request of a Manna University official or representative who is acting within his or her official capacity.

The University believes that lifestyle choices and behaviors that fall in these categories have the greatest propensity for diminishing an individual's academic success and spiritual formation, and are likely to negatively impact the quality and character of the campus community. Thus, these violations are met with a minimum consequence of suspension.

## Disciplinary Process

Should a student fail to meet the standards or spirit of this handbook and it becomes necessary to impose disciplinary action, these remedies will be used:

- **Corrective Measure:** The failure of a student to meet a standard or the intent of a standard may be brought to the attention of the student by faculty, staff, or peers. The goal of a corrective measure is for the student to recognize his or her failure to meet the standard, to take immediate action to meet the standard, and to agree to comply with the standard in the future. This remedy is commonly warranted when dealing with Level 1 violations.
- **Restorative Action Plan:** A student who does not meet the standards of this handbook following the correction measure, or a student whose failure indicates a lack of biblical integrity or character will be required to meet with the Dean of Students and/or Academic Dean. The purpose of this meeting is to develop a restorative action plan to resolve the issue and help the student grow and develop in integrity and character. Restorative action may include specific task assignments, restrictions, prohibitions, accountability meetings, and/or limited-term suspension. This remedy is commonly warranted when dealing with Level 2 violations. If the student does not agree to the restorative action plan, or if the student fails to meet the objectives and specific goals of the restorative action plan, the student progresses to the next step in the Disciplinary Policy.
- **Suspension:** A failure by a student to meet the objectives and specific goals specified in a restorative action plan or other corrective measure will be reviewed by the Dean of Students and/or Academic Dean. The administrators will consider suspending the student from Manna University. Suspension is the involuntary separation of a student from the University for a specific amount of time. If suspension for one or more semesters is

deemed necessary, the student will receive a failing grade (F) in all classes in which he or she is enrolled, and the University administration will define specific administrative requirements that must be fulfilled for the readmission of the student to Manna University. Documentation of this suspension and the requirements for readmission will be placed in the student's file. During suspension the Dean of Students may suspend a student's access to the online classrooms (Populi), or may, in cooperation with the Academic Dean, suspend a student's access to faculty members.

- **Expulsion:** If, in the opinion of the President of Manna University, a student's behavior or character so disqualifies him or her from Christian service that successful completion of any Manna University program seems unlikely, the President will direct that the student be dismissed indefinitely. Such a dismissal is called "expulsion." A student who is expelled will receive a failing grade (F) in all classes in which he or she is enrolled and is not encouraged to apply for readmission.
- **Appeal:** If a student has new information that might affect the decision of a particular administrator, faculty member, staff member, or any official University committee holding disciplinary powers, the student may submit an appeal in writing, within five working days of notification of the University's decision, or of the time that the new information came to light. The written appeal is to be submitted to the Dean of Students requesting a hearing with the appropriate Dean or department director. A copy of this appeal and the response from the University administration will be placed in the student's file. Note: The written appeal should include the new information and an explanation of how the current decision might be affected.
- In cases where there is no new information to be presented or the decision has resulted in the termination of student status, the student may request that his or her written appeal be forwarded to the Academic Dean for review.

## STUDENT CODE OF CONDUCT

This section contains the details of the student code of conduct. This code applies to everyone who is enrolled and should be adhered to both on and off campus.

<b>Administrative Policy</b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violations</b>
1.1	Non-compliance	Failure to comply with any written or verbal request of a campus official or University representative acting within his or her official capacity (this would also include failing to comply with written requests from an attorney representing Manna University). This includes the failure to respond to a request for an appointment.	2 or 3
1.2	Abuse of Investigative Process	Behaviors, active or passive, intended to impede the investigative process, including failure to obey a summons, the withholding or misrepresentation of information, attempts to influence the testimony of another, or failure to comply with a sanction.	2 or 3
1.3	Misrepresentation	Misrepresentation of oneself to be an agent of the University. Misrepresentation of an organization to be an agent of the University.	2 or 3
1.4	Forgery	Forgery, alteration or misuse of University documents, records, or identification or knowingly furnishing false information to University officials.	2 or 3
1.5	Complicity with Another's Violation	Behaviors, active or passive, that encourages or fails to confront the misconduct of fellow students.	1, 2 or 3
<b>Social, Moral or Biblical Policies</b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violations</b>

2.1	Unlawful Acts	Willful participation in an unlawful activity. Students convicted of a crime during continued enrollment or residential status at Manna University must report this information to the Dean of Students.	2 or 3
2.2	Cheating	Cheating or plagiarism in connection with an academic program, during which the work of another is passed on as one's own, or unapproved methods are employed to complete an assignment.	2 or 3
2.3	Lying	Willful and deceptive communication to a school official, lawyer, or other community member.	2 or 3
2.4	Restricted Drugs	Possession, storage, distribution, or use of dangerous, illegal or restricted drugs or narcotics at any time, on or off campus, including marijuana or hallucinogenic substances. Possession of drug paraphernalia is also prohibited.	3
2.5	Sexual Misconduct	Sexual behavior, on or off campus that falls outside biblical intentions or explicit guidelines, such as intimacies outside of a heterosexual marriage.	2 or 3
2.6	Inappropriate Dating or Living	Single students dating married persons, married students dating anyone other than their spouse, homosexual activity, or cohabitation with members of the opposite sex.	2 or 3
2.7	Inappropriate Displays of Affection	Casually sleeping or laying in physical contact with another person, or public display of affection that might be deemed inappropriate.	1 or 2
2.8	Sexual Assault	Acts of sexual aggression including rape, attempted rape, sexual battery or assault.	3
2.9	Sexual Harassment	Harassment as described in the section entitled <i>Sexual Harassment</i> .	2 or 3
2.10	Pornography	Possession, display, or distribution of pornographic materials or images at any time, on or off campus. Use of pornography for personal	2 or 3

		entertainment, including Internet and telephone services that provide pornographic images, sounds or sensual conversation.	
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2.11	Inappropriate Entertainment	Entertainment (e.g. music, movies, television), on or off campus, that contains levels of violence, profanity, and sex that are in conflict with University standards. Students are to use discretion at all times. The University reserves the right to deem any entertainment material inappropriate.	1, 2 or 3
2.12	Profanity and Obscenity	Use of language, or the depiction of activity, that is vulgar, coarse, crude or indecent.	1, 2 or 3
2.13	Fighting, Violence, or Self-Inflicted Harm	Any conduct or behavior that threatens or endangers the health or physical or emotional safety of an individual, including oneself. Any threatening or intimidating actions or language whether acted upon or not.	2 or 3
2.14	Inappropriate Classroom Behavior	Any willful conduct that disrupts a class. This conduct includes disrespectful communication to the instructor or other students, as well as inappropriate joking, talking or other disturbances.	1, 2, or 3
2.15	Inappropriate Pranks	Any mischievous act directed toward a community member, or which is done on University property, that is malicious, derogatory, destructive, or potentially dangerous.	1 or 2
2.16	Hazing	Any act of hazing, whether voluntary or involuntary, in which the activity is deemed dangerous or harmful, an individual's dignity is compromised, an individual is ridiculed, or an illegal act is intended or enacted.	2 or 3
2.17	Harassment	Intimidating another individual through the threat of physical or emotional harm, by means of an unwelcome advance, verbal abuse, written communication, telephone call, Internet message, or other communication. Continued harassment might be considered	2 or 3

		“stalking,” and may be subject to criminal charges by state law.	
2.18	Racist Activity	Any derogatory or intimidating speech or other harmful or unwelcome action that is based upon racial or ethnic origins. Racism in any form will not be tolerated and racist activity may be subject to criminal charges by state or federal law.	2 or 3
2.19	Gambling	Any activity that involves betting, wagering, raffles or games of chance in which there exists the potential of personal or financial loss. (“Drawings” are permitted when entry into the drawing is free, an entry fee is optional or is a donation, or a gift of equal or greater value is received upon paying an entry fee.)	1 or 2
2.20	Inappropriate Behavior	Any willful conduct that disrupts the administrative offices or Manna University campus. This conduct includes disrespectful communication to the instructor, other students, or Manna University staff members. This also includes inappropriate joking, threatening, or other communication that could be perceived as a form of harassment.	1, 2, or 3

<b>Property, Facilities, and Grounds Policies</b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violations</b>
3.1	Theft	Theft of campus property, or property in the possession of, or owned by, the University or a member of the University community.	2 or 3
3.2	Unauthorized Use	Unauthorized entry into, unauthorized use of, or misuse of property in the possession of, or owned by, the University or a member of the University community.	2 or 3
3.3	Vandalism	Unauthorized alteration of any public or private property from its original condition, placement or presentation, including graffiti, paint, or alteration to landscaping. This	2 or 3

		behavior also includes malicious, harmful or provoking "pranks" anywhere on campus.	
3.4	Unsafe Skating	Skateboarding, roller-skating, in-line skating, or similar behaviors in any area that interferes with the safe operation of motor vehicles or the rights of pedestrians.	1 or 2
3.5	Unsafe Operation of Motor Vehicles	Use of motor vehicle, on or off campus, in such a way that the driver, passengers or others are harmed or put at risk of harm; failure to heed posted signs or written instruction; operating at a speed which is unsafe for the current driving conditions; any exhibition of speed or acceleration.	1, 2, or 3
3.6	Unauthorized Motorized Vehicles	No motorized recreational vehicles are permitted anywhere on campus. Such vehicles include, but are not limited to: go-carts, mopeds, ATVs, mini-bikes, or a motorized vehicle or bike not licensed for use on public streets.	2
3.7	Improper Postings and Solicitations	Posting flyers, posters, or advertisements without the approval of the Dean of Students. Solicitation of goods or services on University property without prior approval of the Dean of Students.	1
<b>Safety and Security Policies</b>			
<b>Code</b>	<b>Prohibited Activity</b>	<b>Description</b>	<b>Level of Violations</b>
4.1	Failure to Evacuate	Failure to evacuate a campus building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a campus representative.	1 or 2
4.2	Breaching Security Systems	Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, or permitting unauthorized access to another.	2

4.3	Misuse or Tampering with Emergency Equipment	Illegitimately discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to fines and criminal charges.	2
4.4	Improper Storage or Use of Flammable Agents	Storage or use of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, moped or other machine fuels.	1 or 2
4.5	Unauthorized Fires	The unauthorized burning of any object, including charcoal or gas barbecues, in or adjacent to buildings.	1 or 2
4.6	Arson	Malicious and willful burning of buildings or other property.	3
4.7	Display, Unlawful Possession, and/or Use of any Weapon	Display, unlawful possession, and/or use of any explosive, dangerous chemical or deadly weapon on University property or at a University function. The term "deadly weapon" includes, but is not limited to, any instrument or weapon of the kind commonly known as firearm, blackjack, slingshot, billy-club, sand-club, sandbag, metal knuckles; any dirk, dagger, or switchblade knife; any knife having a blade longer than five inches; any razor with an unguarded blade; and any metal pipe or bar used or intended to be used as a club. Potentially dangerous sporting equipment such as martial arts weapons, firecrackers, and fireworks.	2 or 3
4.8	Throwing Objects from Structures	Unauthorized throwing, propelling, dropping or otherwise causing objects or substances to fall from windows or rooftops.	1 or 2

### Student Department

Because Manna University functions as a community of believers, students are to demonstrate a respectful attitude in all encounters with administrators, professors, staff personnel, campus guests, and other students. This standard applies to all areas of behavior, speech, and overall deportment. The same courtesy is to be returned to each student in the treatment they receive from others. Deviation from this standard will result in a review of the incident with the involved people by the Dean of Students. Following this review, the Dean of Students will make an appropriate restorative recommendation.

Each professor is responsible for maintaining a classroom environment that is conducive to learning. If a student is asked to refrain from a disruptive behavior or is asked to leave the classroom, the student must do so immediately and respectfully. If asked to leave the classroom the student must report to the Dean of Students. If necessary, the Dean of Students will meet with the involved people and assign additional restorative action as necessary. The Dean of Students will advise the Academic Dean of allegations of faculty or staff misconduct.

The Dean of Students will review any incident of a student threatening the physical well-being of a person or property. Following this review, the Dean of Students will assign a restorative action plan that could include reporting the incident to local law enforcement officials, imposing personal restrictions on the involved students, or recommending dismissal of the person from Manna University. The Dean of Students will advise the Academic Dean of allegations of faculty or staff misconduct.

## **SAFETY AND SECURITY**

This section describes Manna University's policy related to safety and security on campus.

### **Fire Alarms / Emergency Exits**

When a fire alarm sounds on campus it is imperative that you know what to do and where to go. In an emergency it could save your life and the lives of others. Remember to always exit buildings in a calm and orderly fashion. Failure to evacuate a campus building immediately upon the sound of an alarm is a level one or two violation and will be dealt with accordingly. Following are basic instructions regarding your response to fire alarms.

#### **If you are in a classroom, office, library, or sanctuary when the fire alarm sounds:**

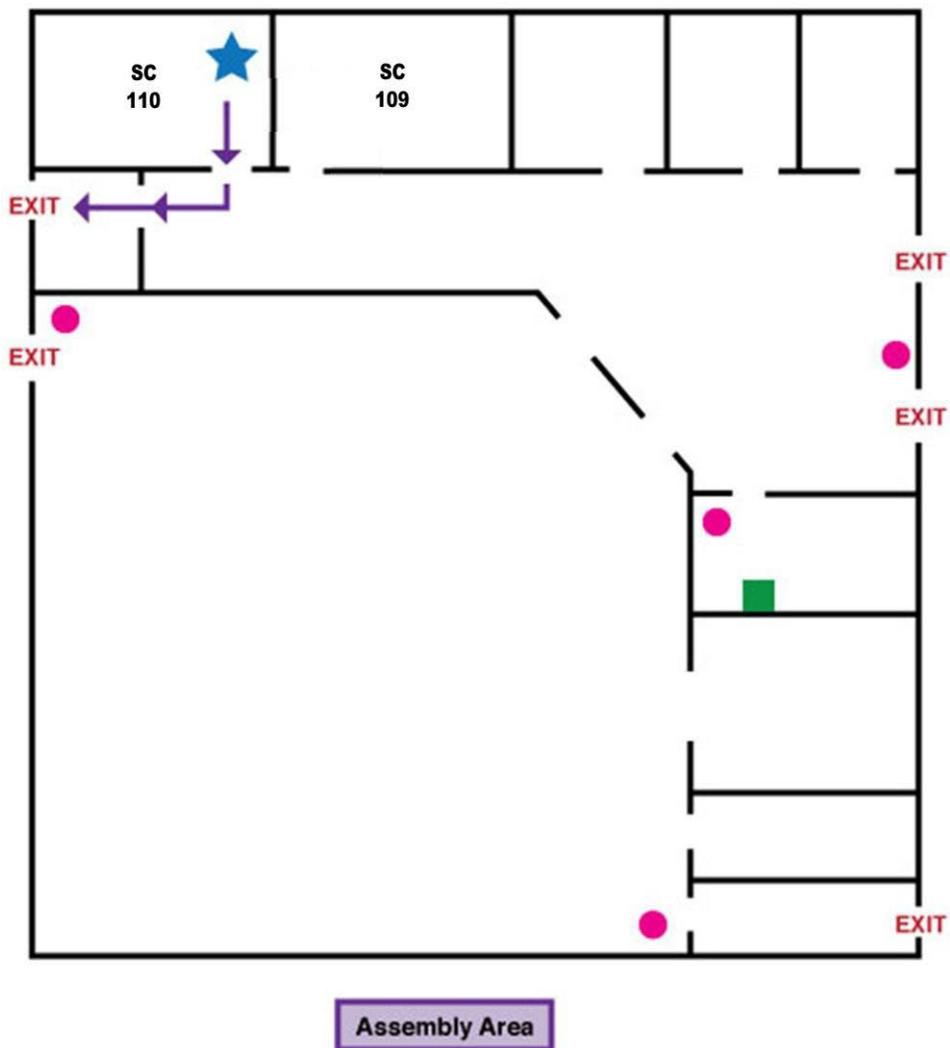
- Remember to feel the door before opening it. If the door is hot, exit another way (e.g., the window) or wait for rescue.
- From a classroom you are to immediately exit the building according to posted exit routes and proceed together to the assembly area (see map on following pages).
- Professors are to take roll outside to ensure that every student is accounted for. A University official will check with each professor prior to signaling "all clear."
- From an office, you are to immediately exit the building according to posted exit routes and meet in the assembly area (see map on following pages).
- No one is to re-enter a building until a University official has given an "all clear" indication.

-  You Are Here
-  Fire Extinguisher
-  First Aid Box
-  Evacuation Route
-  Assembly Area



**MANNA**  
UNIVERSITY

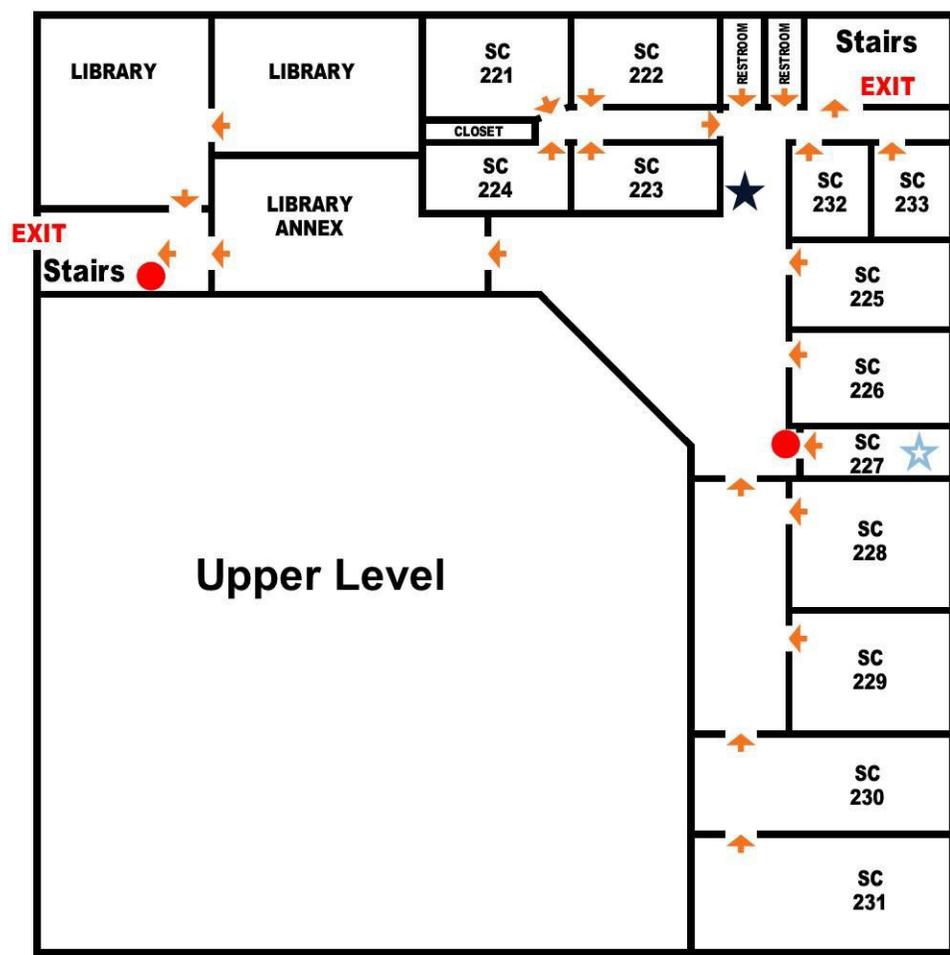
Evacuation Plan



- ★ You Are Here
- Fire Extinguisher
- ★ First Aid Box
- ➔ Evacuation Route
- ▣ Assembly Area



Evacuation Plan  MANNACHURCH



Assembly Area

## **Fire Equipment**

Tampering with any fire protection equipment, fire extinguishers or alarm systems is a violation of state law. Any pranks utilizing fire equipment or dangerously harmful substances may also be a violation of state law. Any person found to be in violation of these state laws may be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, the University may impose a fine or administer disciplinary action in accordance with the Student Conduct Code.

## **Tornado Watch and Tornado Warnings**

A tornado watch is a local weather alert to advise people to be on the lookout for a possible tornado in this area. If such an alert is received then all persons in the building should remain alert for changing weather conditions and be ready to seek shelter.

If a tornado warning is received, everyone on property should be alerted and move immediately to a safe location. In the case of the student center, the main interior hallway in the downstairs is considered to be the best location on site. Students should move to the east end of the hallway away from the entrance doors on the west side.

## **Fireworks**

Manna University does not permit any member of the University community to possess, store or fire fireworks anywhere on campus.

## **Firearms and Bows**

Manna University does not permit any member of the University community to display or unlawfully possess or use firearms or bows anywhere on campus. Violation of this policy may subject a student to fines or disciplinary action in accordance with the Student Conduct Code.

## **Air guns**

Manna University does not permit any member of the University community to fire air guns of any type (e.g., pellet, BB, paintball, airsoft) anywhere on campus. Air-guns may be stored in your personal vehicle as long as they are stored unloaded, and away from the immediate proximity to children.

## **Unlawful Entry**

Manna University property is protected by an intrusion alarm system. The University considers any forced or otherwise unlawful entry into any University building or office a serious violation (this includes unauthorized copies of keys). As a result of violating the integrity of this security system or any unlawful entry into a locked building or office, the violator may be turned over to local authorities for prosecution. In addition to any potential prosecution by local authorities, the University may impose a fine or disciplinary action in accordance with the Student Conduct Code.

## **Buildings and Road Signs**

Any tampering with campus buildings or road signs poses a significant threat to the safety of people, in addition to the damage to property. Tampering with campus buildings or road signs may also be a violation of state law. Any person found to be in violation of these state laws might

be subject to criminal fines and jail time. In addition to any potential prosecution resulting from the violation of these state laws, the University may impose a fine, or administer disciplinary action in accordance with the Student Conduct Code.

### **Identification of Strangers**

All students are urged, for their own protection and for the protection of children and other community members, to report any suspicious persons to a Manna University staff member.

### **Security Tips**

1. Avoid walking alone at night and stay in well-lit areas.
2. Walk with a friend. It is less likely that something would happen if there are two of you.
3. Never hitchhike, regardless of the time of day.
4. Always lock automobiles when they are unoccupied.
5. Always make sure that your office or classroom door is locked if you are working or studying late.
6. Remember to never prop doors open for someone else.
7. If you find a door unlocked that should be locked, immediately report this problem to a staff member.
8. Have your key ready to open your car door, especially at night. Your keys can be used as a defensive weapon.
9. Look inside your car before entering; also check vehicle for possible break-ins. Assaultants sometimes hide in the back seat of a vehicle.
10. Do not give your name, address, or other personal information (e.g., Social Security Number, credit card numbers, driver's license numbers) to strangers, either online, on the phone, or in person.
11. Keep money and other valuables locked in a secure place. Money should never be left unattended.
12. Record the numbers of all credit cards and bank accounts. Also keep the phone numbers of these companies or banks so that they can be notified if cards are lost or stolen.

### **Vehicle Policy**

This section describes the University's policy regarding motor vehicles owned or operated by students.

#### **Driving on Campus**

Please observe the following when driving on campus:

- Be alert and use caution when driving, especially in areas frequented by small children.
- Observe all stop signs.
- Use caution when entering or leaving the campus. Manna University is in an area that has high traffic and can be very busy. We advocate in taking one's time, obeying posted signs, and ask that you don't take chances.
- In addition to any potential prosecution resulting from unsafe driving, the University may impose a fine, or administer disciplinary action in accordance with the Student Conduct Code.

## **Parking**

Parking on campus is free. Vehicles must always be parked within marked parking spaces. Reserved parking has been designated for visitors and for the handicapped. Parking in a restricted space without permission is not permitted, and may subject the violator to traffic or criminal penalties.

# **ADMINISTRATIVE POLICY AND PROCEDURE**

## **STUDENT RECORDS**

### **Family Educational Rights and Privacy Act (FERPA)**

Manna University abides by the requirements of the Buckley Amendment. Information pertaining to a student of this University is confidential with certain exceptions which are explained in the following paragraphs. When information is released it must be by written consent of the student. Information collected at the time of registration such as telephone numbers, addresses and the like will be used for University business and for effective campus life only.

Complete academic records are maintained by the Office of the Registrar. Grades are issued at the end of each term. Cumulative records are issued only upon written request. Provisions of the Family Educational Rights and Privacy Act of 1974 are observed in the release of information to third parties.

The Family Educational Rights and Privacy Act afford eligible students currently in attendance certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. Student Academic Services will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Manna University to amend a record that they believe is inaccurate or misleading. They should write to Student Academic Services, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Directors; or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate

educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The following information is considered confidential and can only be released to an outside or third party if specified in writing by the student:

- Details of the academic record,
- Details of any disciplinary actions, and
- Letters of recommendation and other communication of this type.

The following information is not considered confidential:

- Dates of University attendance;
- Whether or not the student graduated from the University and Degree(s) received and date(s) conferred.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605. A student can also send a general complaint to the North Carolina Post-Secondary Complaint Department at [https://www.northcarolina.edu/sites/default/files/student\\_complaint\\_form.pdf](https://www.northcarolina.edu/sites/default/files/student_complaint_form.pdf)

### **Active Students**

An active student is defined as any student who is taking Manna University courses on a continuing basis. To maintain active student status, a student must carry at least two (2) credit hours per academic year. Inactive status will begin when a student has not maintained at least two (2) credit hours for one academic year.

### **Re-Admission of Inactive Students**

Students inactive for two years or more must re-submit all required admission documents and pay the current application fee.

### **Readmission after Withdrawal or Suspension**

A student who voluntarily withdraws or who is suspended from Manna University for one or more semesters may apply for readmission upon fulfillment of the following conditions:

- Any minimum time requirements agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
- All requirements of a restorative action plan agreed to at the time of voluntary withdrawal or suspension have been met prior to a student applying for readmission.
- A detailed pastor's reference has been submitted to the University from a pastor who has observed the student's life and behavior for not less than six months prior to the application date. This reference must be positive in nature, indicating that the pastor believes that the student is ready to fully comply with the policies and guidelines of Manna University and that he or she considers the student ready for readmission to Manna University without any qualifications or reservations.

- A second reference has been submitted to the University from a mature Christian adult who has observed the student's progress over a minimum period of six months. This reference must also indicate a positive growth in character and a readiness to resume study at Manna University.
- A personal interview by a designated faculty member or administrator of the University that leads to the recommendation that the student has grown in character and that he or she is capable of completing a program at Manna University.
- A final decision to readmit a student to Manna University will be made following a review of the preceding criteria by the Dean of Enrollment Management, Dean of Students, and/or Academic Dean.
- An applicant with a High School GPA of 2.0 or higher and positive personal and pastoral references will be considered for readmission. Prospects who do not meet these criteria are referred to the Dean of Enrollment Management and/or the Academic Dean for a decision.

### **Transfer Credits**

Students requesting transfer credits from other institutions of higher education must submit official transcripts from all institutions attended from which transfer credit is being requested. Manna University accepts credit for courses in which students were awarded a letter grade of "C-" or higher for undergraduate courses, "C" for graduate courses, for classes which we offer an equivalent course. Official transcripts are to be sent from the issuing institution directly to the Registrar's Office. Determination of transfer credit will be at the discretion of the Academic Office. Photocopies of transcripts may be submitted for unofficial evaluation; however, credit will not be awarded until receipt of official transcripts.

### **International Credit Evaluation**

In keeping with its mission, Manna University awards credit for degree-level coursework completed at approved universities or parallel institutions of higher education from countries outside the United States. An approved university is one that is officially recognized as degree- or diploma- granting by the regulatory agency for higher education in the country the institution is located.

### **Satisfactory Academic Progress**

Satisfactory academic progress is defined as maintaining a minimum Grade Point Average of 2.0 while completing at least 75% of the courses attempted with a grade of "C" or higher.

Initial failure to make satisfactory academic progress will result in the student being placed on academic probation. Once placed on academic probation the student must continuously maintain a 2.0 GPA for each consecutive term until the cumulative GPA is at least at 2.0. If the student does not continuously earn a 2.0 term GPA, the student may be academically dismissed from the University. Once the student achieves a cumulative GPA of 2.0 or higher the student will be removed from academic probation. If a student is academically dismissed from the University, they may appeal for re-enrollment after a period of at least one year.

### **Satisfactory Behavioral Progress**

If a student violates a policy because of his/her behavior, a staff member from the school will make initial contact and discuss the problem behavior and will assist the student to create a plan

for improvement. If the plan was not implemented and/or the student's behavior does not improve within one semester the student will be contacted again and will be put on behavioral probation. The student will be given a maximum of one semester to remove the probation by improving his/her behavior and/or attitude. If this is not accomplished, the administration may recommend dismissal.

### **Medical Leave of Absence**

If you wish to be granted a medical leave of absence from Manna University, you must submit a written request for a leave to the Academic Dean. Your request must be accompanied by a letter from a physician who is a specialist in the area of your medical problem. The letter must be on official letterhead and must include the physician's diagnosis and estimated time for recovery. The Academic Dean will notify you in writing when a decision is made.

### **Student Grievances and Rights of Appeal Procedures**

This policy supplements the administrative and academic procedures of Manna University and provides a grievance procedure that ensures a just and reasonable process and fair treatment for students. It is expected that the grievance procedure will only be initiated if a dispute cannot be resolved through the normal process of reasoned discussion consistent with the principles of Scripture.

Matthew 18 provides Christians with instruction on how to settle grievances among themselves. Primarily, a direct approach between the offended person and the offender "speaking the truth in love" is in order and will resolve most issues. Whenever students enrolled at Manna University believe that he or she has been wronged by another person or persons and cannot correct the situation directly, the following course of action provides these steps to address the matter. We believe that God is a God of reconciliation who desires that people be reconciled both with God (II Cor. 5:16-21) and with each other (Eph. 2:14-18) in an atmosphere of peace and reconciliation. It is within this spirit of peace and reconciliation that we structure the current grievance procedures. We are guided by the biblical principle that reconciliation be sought at the lowest possible level of conflict, involving the fewest number of people.

### **Mediation**

The opportunity for mediation shall be available at any stage of this process in lieu of any further proceedings herein. There shall be up to two mediators, both experienced and competent in mediation, selected from persons employed by Manna University.

The mediators shall not charge for their services. The mediation procedure shall be governed by the code of ethics and standard of practice of the Society for Professionals in Dispute Resolution (SPIDR). Legal counsel shall not be admitted to any of the mediation meetings that occur as part of this process of grievance resolution.

If both parties elect mediation, then mediation will proceed for up to a period of 30 days. If agreement is reached within that time, then the hearing process is stayed. If agreement is not reached then the faculty member with the grievance should arrange a meeting with the Academic Dean. If the grievance is with the Academic Dean the President will be asked to rule on the decision.

## Procedure

### Step 1: Record the Grievance:

All student grievances must be submitted in writing through the [Student Complaint Form](#) or reported directly to the Dean of Students via Manna University email. Verbal reports will not be considered credible without a written report.

Students may access the [Student Complaint Form](#) online, or from the [Student Forms page](#) on the website. Completed Forms should be filed with the office of the Manna University Dean of Students in person or via email. If the student lacks access to the web forms, a written complaint may be filed directly with the Office of the Dean of Students. Such reports must include the following:

- Student's name and the date the grievance is being submitted
- Student contact information (both a phone number and email address)
- The date of the incident and the name of the person(s) participating in the incident
- A written summary of the grievance

All written grievances are reviewed by the Dean of Students or Director of Student Life. The review process will be documented on the Student Grievance Form; including the date of response, any action taken to resolve the grievance and follow up with the student to ensure that an adequate resolution is met for all parties involved with the grievance.

### Step 2: Readdressing the Grievance

If the grievance is not addressed to the satisfaction of the grievant, the written grievance must be submitted by the grievant to the Academic Dean, along with a description of what was done by the Dean of Students and why the grievant found it to be unsatisfactory. The Academic Dean will take additional action to resolve the grievance to the satisfaction of all parties and follow up with the grievant in a timely fashion.

If the grievance is still not resolved to the satisfaction of the grievant, the written grievance must be submitted to the President, along with a description of steps taken at the first two levels and why the grievant finds them unsatisfactory.

The person or persons with whom the grievance is filed shall process it in a serious and appropriate manner and shall be responsible to complete the Student Grievance Form detailing the history of the steps taken to resolve it. Copies shall be given to the person or persons against whom the grievance is registered and shall also be placed in their file.

Time is usually one of the concerns of persons seeking to resolve a conflict. Sensitivity to the issue of time is also important in the successful use of an effective grievance policy. While haste is to be avoided in the discussion and resolution of problems, the danger of crippling the possibility of a meaningful resolution by delaying discussion or work on the issues involved is equally to be avoided. This policy addresses the crucial issue of time by establishing a 14-day time limit for each step in the procedure. An extension may be granted if deemed necessary due to scheduling limitations associated with the University calendar or other special circumstances.

If an extension is desired by one or both parties involved in the resolution of a grievance the request should be made to the Office of the Dean of Students who will consult with the Academic Dean in order to establish an appropriate timetable for each step in the process.

If the person filing a grievance does not feel the issue is being adequately addressed by Manna University, he/she may advise The Association for Biblical Studies (ABHE) [\(407\) 207-0808](tel:4072070808) or United States Department of Education (USDE) may be contacted: U.S. Department of Education/Family Policy Compliance Office 400 Maryland Avenue, SW Washington, DC 20202-4605.

Likewise, if students are unable to resolve a complaint through the institution's grievance procedures, they may review the Student Complaint Policy, complete the Student Complaint Form (PDF) located on the State Authorization webpage at <https://www.northcarolina.edu/stateauthorization>, and submit the complaint to [studentcomplaint@northcarolina.edu](mailto:studentcomplaint@northcarolina.edu) or to the following mailing address:

North Carolina Post-Secondary Education Complaints  
c/o Student Complaints  
University of North Carolina System Office  
910 Raleigh Road, Chapel Hill, NC 27515-2688

### **Payment of Financial Obligations**

Degrees and/or grades will not be awarded, participation in commencement ceremony will not be possible, candidacy recommendations will not be made, nor will a transcript be provided until all financial obligations have been met. Students are encouraged to contact the Manna University Registrar or Bookkeeper to set up a payment plan; payments may be made at the Financial Tab in the Learning Management System (Populi).

### **Refund Policy**

The rate of refund for withdrawal\* from the University is based on the amount charged for registered credit hours and is as follows.

*Fifteen-week or Sixteen-week 3-credit hour course:*

No credit will be awarded for withdrawn courses.

1st week - 100% refund

2nd week - 50% refund

3-16 weeks - No refund

1-4 weeks - Grade of "W" (Withdrawn)

5-8 weeks - Grade of "WP" or "WF"

8-15 weeks - Grade of "WF"

*Eight-week 3-credit hour course:*

No credit will be awarded for withdrawn courses.

1st week - 100% refund

2nd week - 50% refund

3-8 weeks - No refund

1-2 weeks - Grade of "W"

3-4 weeks - Grade of "WP" or "WF"

5-8 weeks - Grade of "WF"

Note: A student who fails to withdraw properly will receive a grade of "F" for the class. This will have a negative impact on the student's GPA. A Grade of "WF" will have the same impact on the student's GPA as a grade of "F".

\*Students must formally withdraw from the class through the Registrar's office in order to receive a refund. Fill out the [Drop Course Form](#) on the website to begin the process.

## Privacy Policy

Financial and sensitive account information is not disclosed to any individuals or entities without prior written consent from the student. The Family Educational Rights Privacy Act (FERPA) regulations stipulate that Manna University cannot release information from student records to anyone but the student without his or her consent. For written consent to be acceptable it must include the student's name and school-issued ID number.

## SCHOOL CLOSING

School closing will be at the discretion of the Director of the site. Please consult Manna University's Facebook/Instagram accounts for information regarding school closing. Students will also be notified via official Manna University email.

## GRADUATION

### Petition for Graduation

To ensure eligibility for graduation, students must submit the Intent to Graduate form by January 31 of the year a student plans to graduate.

### Catalog Requirements

Students admitted to the school are subject to the catalog under which they matriculated. Students may remain under the provisions of that catalog as long as they maintain continuous enrollment. Students who interrupt their studies must reapply for admission and are subject to the catalog in use at the time of re-enrollment. It is the student's responsibility to know and understand academic policies related to his or her program. The student should be familiar with the information in the [Academic Catalog](#) and the Student Handbook.

## Transcripts

Requests for official transcripts can be ordered through [Parchment®](#), Manna University's digital credential service (*note: \$9 processing fee applies*).

Transcripts of credit will be released only upon the written request of the student, in accordance with the Buckley Amendment. All financial obligations to the University must be paid in full prior to the issuing of transcripts. A release form may be signed in person in the Registrar's office, or a request may be sent by mail. Mail requests must be signed. There is a \$5.00 per copy transcript fee, which must be paid prior to issue. Requests for transcripts cannot be made by phone.

## FINANCIAL AID

Manna University currently has been approved by the U.S. Department of Education to process requests for financial aid for qualified students. Information and guidelines for applying for financial aid can be found on the internet at [www.fafsa.gov](http://www.fafsa.gov) and the Manna University web site at [manna.edu](http://manna.edu).

### Tuition Assistance

Tuition Assistance is available to active-duty military students currently enrolled at Manna University. Tuition Assistance, or TA, should be requested through the [GoArmyEd](#) portal at a minimum of ten days prior to the course start date. TA is requested on a course-by-course basis.

### Veteran Education Benefits

Veteran Education Benefits is available to active and prior military members who are found eligible by the government. For more information on the VA services at Manna University view the [Military Education Benefits page](#) of our website or please call the office and make an appointment with our Director of Veteran Services.

### Scholarships

In addition to government loans and grants there are scholarships available through Manna University. Application forms can be found on the [Scholarships page](#) of Manna University's website. The completed [application](#) must be received a minimum of fifteen (15) days before the start of a new semester, after the student has met with his/her advisor, and registered for classes. Applications received within the above cited timeframe will be given priority by the Scholarship Committee. Applications received after the fifteen (15) day deadline will be considered on an individual basis if and only if, funds are available.

## INTERNATIONAL AID

Manna University developed a formula in 2010 for offering discounted tuition rates to students residing in less affluent nations and economic groups who can demonstrate financial need. The decision to discount tuition rates is made on a case by case basis by the Financial Aid Team, with final approval given by the Admissions Team. The Financial Aid Team uses an internally developed system of guidelines to discount rates (some as high as 90 percent). The system is based on a country's official Gross Domestic Product (GDP), or analogous figures for

disadvantaged economic groups. The Financial Aid Team is charged with making adjustments to scholarship guidelines each year, evaluating unique or special cases of student need, and researching country or group information to ensure fair treatment in scholarship consideration.

## DISTANCE EDUCATION CAMPUS

- 100% of all Manna University degree programs may be completed online.
- All Manna University Distance Education students must receive the same services as on-campus students, including (but not necessarily limited to) new-student orientation, academic advising, mentoring, tutoring, Writing Center access, Library access, career counseling, and access to student life events.
- Distance Education students receive the above services through various methods and platforms including the Populi Learning Management System, the Zoom web-meeting platform, official school email, phone, social media/Facebook Live, and remote access to both our digital Writing Center and digital Library services.
- All Manna University Distance Education academic programs are designed with appropriate rigor, are taught by qualified faculty, and are designed through the same faculty-driven processes as our on-campus programs (see Manna University [Academic Catalog](#) at [manna.edu](http://manna.edu) for more details).
- Federal regulations that went into effect on July 1, 2011 define (in Paragraph 600.2) a credit hour as follows: “Credit hour: Except as provided in 34 CFR 668.8 (k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonable approximates not less than- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten or twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”
- Minimum Requirements for Computers
  - Internet Explorer 8 or higher, Mozilla Firefox 3.0 or higher
  - 1024 by 768 or higher display resolution
  - 20 GB of free space on hard drive
  - 1.2 GHz processor with 1GB of RAM

High speed Internet connection (DSL, Cable, Satellite)

Microsoft Office 2003 or higher (Office365 is included with student email accounts)

Adobe Flash Player, version 8 or higher

Microsoft PowerPoint 2003 or higher (PowerPoint Viewer - [www.microsoft.com/en-us/download/details.aspx?id=6](http://www.microsoft.com/en-us/download/details.aspx?id=6))

Google Chrome (for access to all Google Applications)

Adobe Reader ([get.adobe.com/reader](http://get.adobe.com/reader))